

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: Week of February 28th, 2011		Total Internship hours at the start of the week:	43.5
Day	Functions		Hrs
Mon	Day's Activities	Designed a 3 hour professional development for teachers to encourage use of 2.0 web tools. This PD concentrated on wikis and blogs.	2.0
	Communication with Supervisor	Advised my supervisor of the required project. He did not feel like I would be able to present the PD to one of the campuses during the school year, but opened the door to include it in the school's required PD during the summer.	
Tue	Day's Activities	Designed a 3 hour professional development for teachers to encourage use of 2.0 web tools. This PD concentrated on wikis and blogs.	1.25
	Communication with Supervisor	none	
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities	Talked with the head of the English and History department in the High School to discuss the possibility of presenting my PD to their department. The History head was responsive, but English head did not feel like they could give up the time needed.	1.25
	Communication with Supervisor	Spoke with Mr. Marshall about my discussions with the department heads. He left it with, whatever I could work out with the dept. heads would be fine.	
Fri	Day's Activities	Set up times with the history Dept. head for times to do the PD. Very hard to find time and get willingness from the teachers to give up time.	.5
	Communication with Supervisor	none	
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			5
Total internship hours to date including this week:			48.50

Date: Week of March 7th, 2011			Total Internship hours at the start of the week:	48.5
Day	Functions			Hrs
Mon	Day's Activities	Met with Mr. Buchanan about times for PD. He would not give me a full three hours but gave me three forty-five minutes sessions spread out over three weeks. The sessions would be conducted after school on Tuesdays beginning		.5
	Communication with Supervisor	none		
Tue	Day's Activities	Met with the history dept. teachers after school for 45 minutes. Set up wiki accounts for all participants and explained how to use the technology.		1
	Communication with Supervisor	none		
Wed	Day's Activities			
	Communication with Supervisor			
Thur	Day's Activities			
	Communication with Supervisor			
Fri	Day's Activities			
	Communication with Supervisor			
Sat	Day's Activities			
	Communication with Supervisor			
Sun	Day's Activities			
	Communication with Supervisor			
Hours worked this week:				1.5
Total internship hours to date including this week:				50

Date: Week of March 14th, 2011		Total Internship hours at the start of the week:	50
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities	Met with the history dept. teachers after school for 45 minutes. Continued with PD.	1
	Communication with Supervisor		
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			1
Total internship hours to date including this week:			51

Date: Week of March 21st, 2011		Total Internship hours at the start of the week:	51
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities	Met with the history dept. teachers after school for 45 minutes.	1
	Communication with Supervisor	none	
Wed	Day's Activities		.25
	Communication with Supervisor	Briefly discussed the completion of PD.	
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			1.25
Total internship hours to date including this week:			52.25